Michigan State Police

Crash Advisory # 13

April 2005

Correcting A Crash Date:

You submitted a crash report to Lansing and later discovered the reported date of the crash was incorrect. To correct the error, use both of the following procedures:

1. Delete the Original UD-10

Remember, when submitting a report to be deleted, you must include the following information on the UD-10 form:

- Your agency's ORI
- Date of crash (make certain it is the same "**Incorrect**" date as on the original report you are deleting)
- Your department name
- Incident #
- Fill in the "Delete" bubble
- Fill in the Unit #1 bubble
- County and City/Township Numbers
- In the Serial Override Number box, enter the form number of the original report you are deleting.

2. Submit a new UD-10

Re-write and submit the crash data on a new "Original" UD-10, making certain you:

- Enter the "**Correct**" date
- **Do not** fill in the Corrected Copy bubble
- **Do not** enter the form number of the deleted report, in the Serial Override Number box of this new report form.

Unknown Date and Time of Crash:

A citizen comes to your agency to report a crash and cannot remember the date or time of occurrence. What information do you record in the crash date and time areas of the UD-10?

- If the date is unknown and cannot be reasonably estimated, enter the date the crash was discovered by the complainant or the date it is being reported to you. Complete the crash date boxes.

- If the time is unknown and cannot be reasonably estimated, enter the time the crash was discovered by the complainant, or the time it is being reported to you. Complete the crash time boxes.

Please Distribute to All Personnel Who Complete or Review Traffic Crash Reports